WEEKLY TIMESHEET · ONE SHEET PER WORKER OR GANG

Construction timesheet

Obrelier

Company

Site / job code

Week commencing (Mon)

Supervisor

WORKER	START	FINISH	BREAK	HOURS	O/T	RATE	WORKER SIGN
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
Week total							

Worker name and signature · date

Supervisor signature · date

Record real start and finish times, not the planned shift. Breaks are unpaid time not worked. Sign each day; a sheet signed on Friday from memory is a reconstruction, not a record. Keep for six years: minimum wage records (6 years), Working Time Regulations records (2 years), PAYE and CIS records (3 years).